



**OFFICE OF THE ILLINOIS STATE TREASURER
DAN RUTHERFORD
JOB OPPORTUNITY ANNOUNCEMENT
March 2013**

Position Title: Unclaimed Property Analyst (Contractual)

Division: Unclaimed Property

Location: Springfield

Salary: Commensurate with Experience (Hourly Rate)

Overview:

The Office of the Illinois State Treasurer is seeking to hire an individual to support, upgrade and maintain the applications and equipment for the Unclaimed Property Division. This position is analytical and technical in nature and requires working with servers and a SQL Server database.

Supervision:

The Unclaimed Property Analyst reports to the Director of Unclaimed Property, with assignments also managed through the Director of Information Technology.

Duties:

- Works with representatives from ACS-Wagers to ensure enhancements and updates to the software package are fully tested and implemented
- Manages the archive process to move closed claims to permanent retention
- Upgrades or replaces the imaging software to accommodate Windows 7 clients
- Upgrades the file and database servers to Windows Server 2008
- Upgrades clients to Windows 7
- Upgrades the Wagers system to the most recent software version
- Extracts and reports SQL Server data
- Performs other duties as assigned that are reasonably related

Specific Skills:

The following skills are mandatory:

- Strong analytical and user support skills
- Windows XP and Windows 7 experience
- SQL Server 2005 and 2008 query and reporting capability
- Windows Server 2008

The following skills are desirable:

- Experience with document imaging systems
- Experience with bar code printers
- Crystal Reports

Application Process: Send application materials including letter of interest and resume to:

**Director of Human Resources
Office of the Illinois State Treasurer
400 West Monroe, Suite 401
Springfield, IL 62704**

E-mail: HR@treasurer.state.il.us

Equal Employment Opportunity Employer

Applicants must be lawfully authorized to work in the United States.